

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Monday, September 30, 2019

Members Present: Trustee Lynda Bowers, Trustee Michael Costello- Absent, Trustee Martin Warchola, Legal Counsel- William Thorne, Owner's Representative- Bill McDonald, Ed McCall- McCall Sharp Architecture, Fire Chief- Jeff Hall.

Meeting called to order: 2:35 p.m.

Mr. McDonald announced the township has received a Certificate of Occupancy for the new Safety Services Building dated September 20, 2019. He said there is still a list of items that need attention.

Mr. McDonald explained liquidated damages at \$250.00/day will equal approximately \$50,000.00. The original completion date for the new building was set for March 15, 2019 with an occupancy date of September 20th and confirmed the original twenty-one weather days were inclusive. Mr. McDonald confirmed Knoch Corporation did not follow procedure by submitting in writing, the necessary information claiming weather days, within the ten day time limit. Mr. Thorne reminded that Knoch's Vice President, Chuck Fenske was informed of the proper weather day procedure during an earlier meeting and they did not comply. Mr. Fenske was instructed to put any delay that affected the critical path in writing and the township has yet to receive. Trustee Bowers reminded everyone Knoch has not followed any of the criteria set forth on the critical path. She stated if Knoch chose not to follow procedure that the townships obligation is to ensure the township receives proper compensation. Mr. McCall reminded everyone Knoch has the operating manuals and need to complete the necessary trainings. Mr. McDonald informed the mechanical and electrical walk through will take place on Wednesday, October 2, 2019 at 3:15 p.m.. This will be a question and answer session for the fire department personnel to familiarize themselves with the operations.

Mr. McDonald informed there will be several minor change orders/credits which will be implemented by the township. He gave a brief breakdown of the credits. Mr. McDonald will review and report the amounts of the change orders/credits. He confirmed there will be some change orders in Knoch's favor as well. Mr. McCall said from a financial stand point, the township needs to inform Knoch and give a deadline in order to close on the low interest rate loan. Mr. McCall said they can initiate the change orders.

Mr. McDonald reminded there is still the wood interior door issue that has yet to be resolved. Mr. McDonald will contact Mr. Magda for a firm date on the door delivery. Mr. Thorne said if the doors have not been ordered, the ten day notice process can be instituted. Mr. McDonald will look for the document Mr. Magda forwarded to him regarding the doors and review. He believes Mr. Magda ordered the doors as he was present when the meeting took place with Masonite. Mr. McDonald said six doors will be delivered to Baughman Finishing tomorrow.

Mr. McCall has two sets of substantial completion forms. He explained the difference between both sets. As part of the language he recommends listing specific items that need to be completed or corrected by a specific date. Mr. McDonald said six doors will be delivered to Baughman Finishing tomorrow. Mr. McCall said perhaps Knoch won't have any change orders. Mr. McDonald said we may incur an extra charge (change order) because Mr. Magda said we were late in providing the rappelling hooks which required an additional visit and set-up in order to install. Mr. McDonald confirmed he does not anticipate any large amount in change orders/claims from Knoch. Mr. Thorne recommends sending a letter to Knoch requesting to complete any outstanding change orders or claims in order for the township to proceed with the loans. Mr. McCall will prepare a letter with a deadline date and forward to Knoch Corporation along with the punch list items Knoch is still responsible for. Some of the following are punch list items that Knoch is still responsible for: shower doors, keys for the silcox,

wood doors, screens. Mr. McDonald will complete a list of credit items owed to the township. Chief Hall said there are several less significant issues that will need addressed as well such as led strip in the light fixture, door handle exiting the turn out gear room, light switch in the shower located across from the kitchen,

Chief Hall mentioned the door handle on the “safe room” does not have a lock. Mr. McDonald said that door was not supposed to have a lock. Mr. McDonald and Trustee Bowers were not aware of any plans to have a safe room. Trustee Bowers is not in favor of a safe room. After discussion Trustee Warchola said it was not part of the original plan and discussion will take place at a later date with Trustee Costello present, noting a safe room could be added by a simple lock change.

Mr. McDonald stated it is imperative the IT room door remain closed at all times as there is humidifier that maintains proper humidity. If the door is left open, it will cause significant issues with the IT. Trustee Warchola requested having a self-closing door to help alleviate the potential problem.

Trustee Warchola stated the radio the department currently has does not except output. The radio Staley originally installed was not a digital radio but accepted the output however, the second radio provided by the township is digital. Mr. McDonald instructed Chief Hall to contact Cleveland Communications for the radio needed. Discussion took place concerning the lights being wired when a tone is sent out. Chief Hall feels it isn't necessary to have the sequence of operation lights which automatically turn on when a call comes in, as there is already adequate lighting at night.

Mr. McDonald recommends having tamper evident locks placed on all of the outdoor main boxes along the east side of the building. He said First Energy has already placed the locks on their boxes. Mr. McDonald stated there is an issue with some doors not closing completely. Trustee Warchola requested Chief Hall make the minor adjustments to the plate to ensure proper closing.

Chief Hall said equipment will be moved into the new facility tomorrow. The computer and copy machine are the only two items remaining at station 1 to be moved.

Mr. McCall will hold the substantial completion certificate he brought today. Once a date is agreed upon, he will fill in the date and forward to Knoch. He explained substantial completion means the building can be used for its intended purpose and it does not require the punch list items to be completed. Mr. McCall explained the substantial completion is more for Knoch's benefit as it establishes the one year warranty on workmanship and materials.

Mr. McCall stated he will devise an updated punch list and request Knoch's final reconciliation, with the exception of the wood doors and screens, no later than October 11th. He recommends withholding funds for the screens and doors. Mr. McDonald stated according to contract we are entitled to withhold 150% of reasonable costs and believes the more withheld, the faster the completion will take place. Mr. Thorne advised after the October 11th deadline, the township can self-perform the unfinished work utilizing the retainage funds.

The next meeting is scheduled for Monday, October 14, 2019 at 2:30 p.m.. Mr. McCall stated the project is not delayed on his part and requested doing the meeting by phone as he is absorbing additional travel costs with the delay of the project. The Board agreed to conduct the meeting via a conference call. The new Safety Services building open house is scheduled for Sunday, October 27th 1:00 p.m. to 4:00. Trustee Bowers said pie and ice cream will be served.

Chief Hall requested permission to adjust the electrical drops/cord reels that are taped up. Mr. McDonald doesn't believe they have been fixed as of yet. He requested when the reels are fixed to have the tension tightened because they are difficult to reel up. Mr. McDonald is sure if they have an adjustment capability.

Chief Hall asked if any decisions have been made on the memorial. Mr. McDonald said he doesn't believe Greenskeepers is interested in the project as he has not yet received an estimate. Mr. McDonald explained to Chief Hall that he recommends the fire department plan on installing the memorial

Chief Hall requested four signs to post within the department notifying personnel that turn out gear is not permitted beyond certain areas. Mr. McDonald will contact REM Graphics and receive a quote.

Mr. McDonald stated Mr. Evans was to order signs directing incoming vehicles to the public parking areas.

Chief Hall confirmed the tables from the Chippewa station will be on site at the new building for the Safety Service building open house and will no longer be at the Chippewa Station unless there is an event that necessitates. Chief Hall confirmed the annual pancake breakfasts will be held at the new location. Chief Hall confirmed everything at the Chippewa Station has now been moved to the new building with the exception of his office because the phones have not yet been installed. Trustee Warchola stated the phones will be completed this coming Thursday.

Mr. McDonald stated the time capsule will be sealed at the open house on October 27th and placed on the wall in the meeting room. Trustee Bowers suggested taking photos at the Open House, print them and place them in the time capsule.

Discussion was held authorizing authority for Midland Hardware on their signature card, to produce keys for the new safety services building. Trustee Bowers recommends having the Board of Trustees and the township administrative assistant.

Discussion concerning the new phone system and the order in which calls will be fielded.

Trustee Bowers moved to approve requisitions for the miscellaneous electrical repairs to 107-1 in amount of \$994.85 and an amount not to exceed for items for the Safety Services facility not to exceed \$1,000.00 and one professional firefighter academy fee for Cody Uniack \$4,200.00. Trustee Warchola seconded the motion. All voting in favor.

Meeting adjourned at 3:36 p.m.

Approved: _____

Martin Warchola, Trustee

Lynda Bowers, Trustee

Michael Costello, Trustee

Shirley Bailey, Fiscal Officer

RESOLUTIONS & MOTIONS

Trustee Bowers made a motion to approve Greenskeeper quote to finalize the landscaping at the new facility in an amount not to exceed \$4,500.00. Trustee Warchola seconded the motion. All voting in favor.

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